

# **2022 Kentucky Small Business Advocate of the Year**

## **Who is eligible to be nominated?**

This award will be presented to an individual who or organization that assists entrepreneurs through advocacy and other efforts that raise the profile, effectiveness, health, vitality, growth, and/or expansion of small businesses in Kentucky.

These efforts can target specific segments of the small business population, such as women, veterans, minorities, exporters, small firms located in rural communities, etc.

Nominees must also be residents of and employed in Kentucky and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

## **Who is NOT eligible to be nominated for this award?**

1. Individuals and/or organizations that have received the Kentucky Small Business Advocate of the Year Award within the past three years.
2. Elected officials.
3. Individuals or firms currently suspended or debarred by the Federal government.

## **What are the evaluation/selection criteria for the Kentucky Small Business Advocate of the Year?**

In evaluating the nomination packages, the judges will look at the following criteria:

1. Demonstrated accomplishments over the last three (3) years to supporting the growth and expansion of small businesses (as measured by job creation or retention, service to underserved markets, number of loans to small businesses, number of businesses started or expanded, number of clients served, access to business opportunities, etc.).
2. Advocacy of the small business community as a whole and not solely for individual personal advancement.
3. Efforts to increase business opportunities for small companies.
4. Innovation in advocacy strategies with measurable benefits to small businesses in Kentucky.
5. Longevity and success of sustained commitment to small businesses and entrepreneurship.
6. Other accomplishments demonstrating the nominee's merit as an effective advocate for small business interests.

**Note:** Financial information is not required for Kentucky Advocacy Awards.

**Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in Kentucky, including, but not limited to, trade and professional associations and business organizations, may submit nominations. Individuals may not be nominated for more than one 2022 Small Business Week award.

Individuals may self-nominate.

**What information must the nomination package contain?**

Nominations must be in type 12 font, formatted in 8½" x 11" size. Incomplete nomination packages will not be considered.

All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A completed **SBA Form 3315** District Office Award Form, which is available at [www.sba.gov/ky](http://www.sba.gov/ky). Go to **Business Resources and News** on the home page, look under the *From Our Office* section and select the 2022 SBA Kentucky District Office Small Business Week Awards topic.  
**Note:** For Questions 8 – 15 on this form, the limit is 200 words per question.
2. A completed background form ([SBA Form 3300](http://www.sba.gov/nsbw), Award Nomination Form), which is available on the SBA National Small Business Week Awards site, <https://www.sba.gov/nsbw>, and SBA district offices. The winner(s) for this award will also be required to sign an SBA Authorization Release form. The SBA Kentucky District Office will provide award winners with a copy of this form.
3. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages. The nominator is encouraged to copy and paste the evaluation/selection criteria and provide supporting information directly under each topic.
4. Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
5. An 8" x 10" or 5" x 7" digital photo of the nominee, at least 300 dpi (3-5 MB), is required. For team nominations, a group photo is acceptable.
6. Four to five additional photos of the nominee's company and, if applicable, employees at work.

**What is the deadline for nominations?**

All nominations must be emailed **no later than 3:00 p.m. ET, January 11, 2022** to:  
**[SBA Kentucky 2022 Small Business Awards](https://sba.app.box.com/f/721dbf59445f41de8fe87344fdaa819f)**  
**<https://sba.app.box.com/f/721dbf59445f41de8fe87344fdaa819f>**

Do not mail or deliver nominations to the Kentucky District Office.

Questions? Please contact [sharron.johnson@sba.gov](mailto:sharron.johnson@sba.gov).